

Wedding Procedure and Guidelines

Shrine of Our Lady of Good Voyage

revised 09/09/20

Joanne, Wedding Liturgy Coordinator:

seaportshrineweddings@gmail.com

Kathleen, Music Coordinator:

kathleen_crozier@verizon.net

Mailing address for wedding documents:

Shrine of Our Lady of Good Voyage

Attn: Wedding Coordinator

P.O. Box 52198

Boston, MA 02205

General Information

- It is recommended that you contact Joanne the Wedding Liturgy Coordinator at the very beginning of your engagement, at least **10 months** prior to the wedding date. Some of the necessary paperwork and steps can take a considerable amount of time to complete.
- Weddings generally take place at the Shrine on Saturday at 2:00 or 4:30 pm. Other days and times may be arranged upon request.
- Weddings are reserved on a first come first serve basis which is why it is important to make your inquiry as soon as possible.
- The Shrine holds **200** people.
- Out of State Clergy: If you have asked a priest or deacon who is NOT a resident of the State of Massachusetts, he will need to complete this form: Out of State Non-Resident Clergy - Petition to Solemnize Marriage
- A tour of the Shrine can be arranged upon request.
- Nothing may be thrown on the Shrine property, inside or outside (rice, flowers, flower pedals, etc.)
- Runners are not permitted in the church aisle.
- Seasonal liturgical decor already in place, including seasonal flowers, cannot be removed for wedding liturgies. Be aware of the Church's liturgical seasons such as Advent, Christmas, Lent, and Easter, when selecting the date for your wedding.

- Please ask your florist to contact the Shrine to arrange floral deliveries.
- Questions about the procedure and necessary paperwork can be answered by Joanne, the Wedding Liturgy Coordinator when an inquiry is made.
- Due to seasonal demands on the church facilities, wedding rehearsals, wedding ceremonies will not be scheduled on the following holidays:
 - Easter weekend
 - Christmas Eve

Steps

1. Initial Inquiry with Joanne, the Wedding Liturgy Coordinator.

A fillable PDF Wedding Intake Form is available on the Shrine Website on the Weddings page.

Wedding inquiries should be made via email (seaportshrineweddings@gmail.com) **at least 10 months prior** to the wedding date and should include the following information (On intake form):

 - a. Name of the bride and groom.
 - b. Religion of the bride and groom.
 - c. Contact information: email, phone.
 - d. Desired time and date for the wedding.
 - e. Indication of whether you plan to have a wedding ceremony or a Nuptial Mass (It is okay if you have not yet decided.)
 - f. Indication if you plan to have a priest or deacon from outside of the Shrine staff for the wedding, or if you will be requesting a priest or deacon from the Shrine staff for the wedding.
2. Contact the priest or deacon who will be celebrating your wedding to begin the necessary paperwork and Pre-Cana classes. The Shrine does not currently offer Pre-Cana courses, but a schedule for marriage preparation programs offered through the Archdiocese of Boston can be found on its [website](#).
 - a. Contact information for a priest or deacon from the Shrine Staff will be provided to you by Joanne the Wedding Liturgy Coordinator.

- b. The priest or deacon will set up appointments with you over a period of time, usually meeting with you three to five times prior to your wedding.
 - c. If you are working with a priest/deacon outside of the Shrine or outside of the Archdiocese of Boston, please make sure that Joanne has the contact information for the priest/deacon who is helping you prepare for your wedding.
 3. After the initial inquiry, you will be able to reserve the date and time of your wedding with Joanne, the Wedding Liturgy Coordinator. Deposit checks can be mailed to the Shrine at the address provided above. Please note the date and time of the wedding on the check.
 4. Complete all necessary paperwork and marriage preparation classes (Pre-Cana).
 - a. All paperwork must be in order and on file at the Shrine **2 weeks prior to the wedding date**.
 - b. If a priest or deacon outside of the Shrine staff has helped you to prepare your paperwork, he should have it mailed to the Shrine when it is completed. All documents should be mailed together. Please notify the priest who is helping you prepare for your wedding of this policy. See the section below if you are preparing for your wedding outside of the Archdiocese of Boston.
 5. Contact the Shrine Music Coordinator, Kathleen.
 - a. Contact the Wedding Music Coordinator as soon as possible (preferably six to nine months in advance) by emailing Kathleen at kathleen_crozier@verizon.net.
 - b. Arrange with Kathleen to attend a wedding music planning session which is held at the Shrine on the first Sunday of each month at 12:30 in the choir loft to help with the selection of appropriate music.

For Couples Outside of the Archdiocese of Boston

The couple and the parish/local priest they are working with should be satisfying the requirements of the Archdiocese of Boston in the completion of the Preliminary Interrogatory; obtaining current long-form Baptismal Certificates;

securing any Dispensations, etc. and assuring that the couple has successfully participated in a Catholic Marriage Preparation Program. You may attend a Catholic Marriage Prep. Program within your own diocese. A copy of the Marriage Preparation Completion Certificate should be included with the marriage materials.

When they have completed the above, the local priest submits the materials and a Petition for Testimonial Letter to their Diocese. For Boston that Petition is a part of the Investigation for Interdiocesan Marriages Form. That Diocese then forwards the materials with a Testimonial Letter to the Archdiocese of Boston. The Archdiocese of Boston then sends the package of forms etc. to the Shrine.

The preference is that all the materials etc. mentioned above be received at the Shrine at a minimum no later than 90 days prior to the planned wedding date. Until we have received this package there could be open issues regarding the couple's freedom to marry in the Church.

Necessary Paperwork

Must be on record at the Shrine **2 weeks** prior to wedding date.

Questions about necessary paperwork can be answered by Joanne, or by the priest/deacon who is helping you to prepare for your wedding.

- Certified Baptismal certificates (from the parish where you were baptized) for both bride and groom **or** a Permission for Mixed Marriage Form (for couples who are not both Catholic)
- Marriage Preparation Certificate, which will be provided to you after completing a marriage preparation program. (Pre-Cana)
- Archdiocesan paperwork; Preliminary Interrogatory, other documents determined necessary by the priest or deacon helping you prepare for your wedding.
- Marriage License from the Commonwealth of Massachusetts
 - a. Must be presented at the time of your rehearsal.

- b. A Marriage License is valid for 60 days after being issued in the State of Massachusetts. (Boston.gov)
- Letter of Good Standing for priest or deacon (For priest or deacon outside of the Archdiocese of Boston)
 - a. Out of State Non-Resident Clergy - Petition to Solemnize Marriage (For priests who are not residents of the State of Massachusetts)

Photography

In order to maintain the reverent character appropriate to the celebration of the Sacrament of Holy Matrimony, we ask that you explain these policies to your photographer and videographer:

- Flash is not to be used once the liturgy begins. Flash photos may be taken before and after the liturgy.
- The photographer may photograph the starting procession from the front of the church, but after the Bride enters, all photos and video must be taken from the choir loft or from the side aisles.
- Photos and video taken from the choir loft should be taken in such a way that will not disrupt the musicians. Photographers should not enter the work space of the organist or any other musicians.

Fees

Wedding Deposit and remaining balance for the wedding offering can be paid online at www.seaportshrine.org using the payment form. Please select the earmark: Wedding Fees. Please include the date and time of your wedding in the comments box on the payment form.

All checks should note the date and time of your wedding.

- Wedding Offering: \$2000
 - For use of the Shrine, due in full at or before the time of your rehearsal, made payable to: The Shrine of Our Lady of Good Voyage.
- Non-refundable deposit: \$500

- Counting toward wedding offering and due at time of the reservation.
- Wedding Liturgy Coordinator fee: \$300, made payable to Joanne Meehan.
- Music fees are determined directly with Kathleen the Music Coordinator.
- *A gratuity may be given to the priest or deacon who has helped you prepare for your wedding and has officiated your wedding.*

Late Fee

An additional fee of \$150 will be assessed if the wedding begins more than 25 minutes late. Credit card info required in case of late fee charge.

Helpful Links

[Archdiocese of Boston Policy on Place of Marriage](#)

[Schedule of Marriage Preparation Programs/Pre-Cana](#)

[Archdiocese of Boston Marriage Preparation FAQ's](#)

[How to Get Married in Boston](#)